

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Basic School

DATE: 29 February 1956

FROM : Chief, Management Training

SUBJECT: Week of 21 - 28 February 1956

1. Basic Management. Basic Management No. 22 commenced 27 February with a total of 17 in attendance. An earlier cancellation from the DD/P, and last minute cancellations by OSI and the Comptroller's Office account for the discrepancy between this and last week's tentative figures. Ten Agency components are represented. Of the students, 6 are from the DD/P, 5 from the DD/I, and 6 (including 2 from OTR) are from the DD/S. The group includes 4 GS-15's, 5 GS-14's, 6 GS-13's, and 2 GS-12's (one from OTR and one who is departing in 4 weeks for a GS-13 field assignment.)

2. ORR Management Conference. The special presentation of the Management Course is being given by [ ] this week at [ ]. Except for the AD/ORR, who is participating, all participants are in grades 14 and 15. A more detailed report will be submitted upon completion of the course.

3. Basic Supervision. [ ] held another follow-up meeting on Tuesday, 28 February. The group involved were 10 members of the Basic Supervision course (GS 9-11) which met 28 October - 4 November. Discussion centered about the new Fitness Report and its importance to first-line supervisors. There was some informal discussion about the effectiveness of the course for these individuals particularly as they have been able to apply suggestions gained last fall. [ ] distributed questionnaires on this subject, and they will be filled in and returned within the next few days. The group remained an extra 45 minutes because of their interest in discussing (a) supervisory problems relative to shortage of personnel and (b) specific aspects of career planning in their shops.

